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12 - Mr. Wisner

INTERDEPARTMENTAL FOREIGN INFORMATION STAFF

ADMINISTRATIVE MEMORANDUM NO. 4 (Revised)

November 16, 1950

The following revised procedures for the drafting and approval of IFIS projects were agreed by the Executive Committee today.

1. Any individual or section on the staff may make a proposal for a project for IFIS development.
2. Such proposals shall be in standard form, stating the problem, with brief discussion of why the project is proposed.
3. Such proposals shall be submitted to the Staff Secretary in enough copies for distribution to all members of the staff.
4. The Executive Committee shall sit once a week as a Projects Committee for the purpose of considering proposals submitted by individuals or sections, determining which shall be developed as IFIS reports.

Working Group Stage

5. Projects approved for IFIS development shall be given an IFIS number and assigned by the Chairman, with the Executive Committee's terms of reference, to individual steering members.
6. The steering member shall be responsible in consultation with the Chairman for forming his own working group, and shall be responsible to the Executive Committee for drafting the project and for seeing that the working group has available to it, through established IFIS channels, appropriate intradepartmental views. Individual working group members are responsible for using their best judgment after taking into consideration, but not necessarily incorporating, views existing within their departments.
7. The steering member is entitled at any point to consult the Executive Committee or the Chairman in the course of producing successive working group drafts. The final working group draft, either agreed or with split views, is to be presented for consideration to the Executive Committee.

IFIS Executive Committee Stage

8. The Executive Committee shall consider the project, attempting to reconcile split views. The finally approved Executive Committee draft, whether fully agreed or still with split views, shall be forwarded formally by the IFIS Chairman to the Director.

Upon presentation to the Executive Committee, the final working group draft will have a red cover sheet. When the Executive Committee submits the draft to IFIO, it will have a blue cover sheet.

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